

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
29TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6110/6111 OR DSN: 496-6110/6111

POSITION VACANCY ANNOUNCEMENT 13-012a Open Date: 01 November 2012 Close Date: 30 November 2012

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

(ALSO ADVERTISED AS TECHNICIAN, SEE VACANCY ANNOUNCEMENT #13-016A)

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: ADMINISTRATIVE SUPPORT TECHNICIAN

**HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: SSgt/E5
UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: SSgt/E5**

ORGANIZATION/LOCATION: 104TH FS, MDANG, WANGB, 2701 Eastern Boulevard, Middle River, MD 21220-2899

SEQUENCE: #537736

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO CURRENT AIRMEN OF THE MARYLAND AIR NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP.

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and may not be locally realigned.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

BRIEF OF DUTIES AND RESPONSIBILITIES

Conducts research on a wide variety of complex administrative problems involving various activities and functional areas. Plans, schedules, performs, and directs the work of the administrative function to include correspondence and messages, records documentation management, printing and duplication, publication and forms management, reference library, special orders and the receipt, storage and control of classified documents. Maintains personal contacts with functional managers to discuss administrative practices and services, provide technical advice and guidance, and recommend methods and procedures where necessary. Conducts periodic inspections of administrative files, publications and procedures in other functional areas and acts as a quality control augmentee during the administrative portion of activity inspections. Maintains all correspondence and reports files for the respective divisions. Establishes and conducts the on-the-job training program and presents local level administrative classes for both technicians and unit military personnel of respective divisions. Manages the Personnel Concepts III (PC-III) program for respective divisions to include security clearances, personnel data control, force management, officer performance reports and training requirements. Utilizes word processing equipment to type from plain copy, rough draft, or by selecting information from a variety of source data or material; to produce military and nonmilitary correspondence, reports, summary sheets, staff studies, and/or statistical and tabular material. Maintains and schedules use of copiers, word processors, computers, printers and/or typewriters for efficient and maximum utilization. Assists new members with obtaining access to base LAN and e-mail system; gives briefings to new personnel on computer operations, and performs demonstrations as required. Performs unit information technology equipment custodian duties by maintaining, updating and accounting for all unit assigned computer related equipment and software. Utilize the Automated Resource Order Writers System (AROWS), Defense Travel System (DTS), Defense Civilian Pay System (DCPS) and Military Personnel Data System (MilPDS) to process administrative documents and perform inquiries. Prepares civilian pay time and attendance cards and inputs transactions for payroll processing. Assists unit members with obtaining the government travel charge card and provides oversight on delinquent balances. Coordinates with the appropriate base agencies

BRIEF OF DUTIES AND RESPONSIBILITIES

for follow-up on awards and decorations, promotions, retirements, and reenlistments. Reviews military and travel pay documents for accuracy and submits to the local accounting and finance office. Assists with execution of unit workdays and dollars. Performs other duties as assigned.

AFSC

AFSC: 3DXXX. Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program, and the Air Force Specialty Qualifications defined in AFI 36-2101, Classifying Military Personnel (Officer and Enlisted). Applicants for enlisted positions must possess qualifying ASVAB/AFQT scores for the AFSC as specified in AFECD, dtd 31 January 2012, Attachment 4.

SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 6 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. Relocation expenses will not be paid, however, PCS entitlements may be authorized per the JFTR for current active duty (T10/T32) officers or enlisted members.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

1. NGB Form 34-1, Signed, dated and annotated with Vacancy Announcement Number.
2. Military Personnel Records Review RIP Attached, Virtual MPF Inquiry Will Suffice.
3. Letter of Application, Letters of Recommendation and other attachments are permitted but are not mandatory.
4. AGR Profile Verification Statement (**third page of this announcement**).
5. ANG Physical Assessment Results.

Applications must be received in the HRO not later than close of business (17:00 hours) on the closing date!

Forward application and attachments to:

**HUMAN RESOURCES OFFICE
ATTN: MDNG-HRO-AGR
AGR BRANCH
Fifth Regiment Armory
Baltimore, MD 21201-2288**

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME _____ ANNOUNCEMENT # _____

A. FITNESS PROGRAM TEST VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH ANGI 10-248

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: _____ Admin: _____ Gen: _____ Elect: _____

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P:___ U:___ L:___ H:___ E:___ S:___ X Factor ___ Dated _____

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

ATTACH TO NGB FORM 34-1

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION